



June 2010

OACSIM Management Support Division (MSD) Newsletter

Providing administrative information to OACSIM personnel

MSD "One Stop" – As part of our customer service enhancement process, MSD has created "One Stop" files on a multitude of processes we control or directly/indirectly support. The goal is to provide readily accessible information and forms to answer questions such as "Where do I get information concerning..." or "How do I request...". The MSD "One Stop" files are located on the shared network at J:\ALL_Share\01A - MSD One Stop Files. For questions on the "One Stop" files, please contact Nancy Tennis at 602-0987 or E-mail: nancy.tennis@us.army.mil.

Upcoming Key Events –

12 Jun Army Birthday Ball
18 Jun Army Birthday Run
20 Jun OACSIM NSPS Employees Converting to General Schedule Personnel System
20 Jun Happy Fathers' Day

Welcome to OACSIM! – The following military and civilian personnel joined OACSIM since the publication of our May 2010 newsletter. Please welcome them to the team.

- Executive Front Office: Jessica Collins, MAJ Frederick Snyder, Patricia Weaver
- Information and Technology Directorate: Darrell Harris
- Installation Services Directorate: Linda Douglas
- Management Support Division: Casey College (Summer Hire), Matt Hutton (Summer Hire), Tony Williams (Summer Hire)
- Operations Directorate: Shannon Abrell (Summer Hire), Juan Barnett, Michelle Fulton, Terrell Moore (Summer Hire), Tiffany Parker, Michele Proctor, Ann Marie Thomas, Douglas Waters
- Resources Directorate: Melinda Jenkins, Robin White

OACSIM NSPS Update – OACSIM will convert to the General Schedule (GS) personnel system on 20 Jun 10. Preparations are already underway to ensure a seamless transition. All converting OACSIM NSPS employees should have been notified by their supervisors of the GS grade and step they will convert to on 20 Jun 10. If you are a converting NSPS employee and have not been informed of this information, please contact your supervisor.

Provided below is a timeline of actions that need to be completed NLT 10 Jun 10. It is important that these suspense dates are met as the employee's performance plan approval date and the employee's period of performance under the approved performance plan will have an impact on whether or not an employee will be eligible to be rated for the FY10 cycle. This will impact the employee's eligibility to receive a performance award. Additionally, once we convert to the GS personnel system, no edits can be made to the NSPS appraisal records in the Performance Appraisal Application.

Event	Who	Date(s)
Supervisors Verbally Notify Employees of their GS Grade at Conversion (Copy of NSPS Employee Bulletin "Impact of NSPS Transition on Pay emailed globally on 15 Apr 10)	All OACSIM NSPS Rating Officials	NLT 31 May 10
Complete Written Interim Review Assessments and Print Hard Copy of NSPS Performance Plan with Interim Review	Employees, Rating Officials, and HLRs	1 May–10 Jun 10
Transfer NSPS Performance Objectives to Applicable TAPES Support Form (DA Form 7223 -1 for Base System and DA Form 7222-1 for Senior System)	Employees, Raters, and Senior Raters	1 May–10 Jun 10
Provide Electronic Copy of TAPES Support Forms to OACSIM Personnel Systems Manager (Nancy Tennis)	Raters	NLT 10 Jun 10
All OACSIM NSPS Employees Transition to the GS System	Milestone Date	20 Jun 10
To Ensure Employees are Eligible for Annual Ratings , all OACSIM TAPES Performance Plans Must be in Place with Rating Period End Date of 31 Oct 10	Milestone Date	3 Jul 10

For more information , contact Nancy Tennis, 602-0987, or E-mail: nancy.tennis@us.army.mil

Processing Requests for Personnel Action Prior to OACSIM's Transition from NSPS on 20 Jun 10 –

OACSIM is currently within the moratorium period for processing personnel actions. No requests for personnel action involving recruitment, hiring, awards, or any type of action that impacts personnel will be processed until after 20 Jun 10.

For more information, contact Brenda Brown, 604-1456, or E-mail: Brenda.brown5@us.army.mil; Jeff Wickham, 602-5810, or E-mail: Jeffrey.wickham@us.army.mil; Christine Bennett, 602-8531, or E-mail: Christine.bennett@us.army.mil.

New Office of Management and Budget/Office of Personnel Management (OPM) Hiring Initiatives – On 11 May 10, the OPM Director and the U.S. Chief Performance Officer announced a major overhaul of the Federal hiring process, detailing crucial reforms ordered by President Obama to bring a 21st Century approach to the Federal hiring system. The announcement came shortly after President Obama issued a memorandum to Federal agencies directing them to overhaul their hiring procedures within 180 days. Please read the entire news release on this initiative at <http://www.opm.gov/news/opm-omb-announce-unprecedented-hiring-reforms.1562.aspx>

Policy Memorandum 1 - Alternative Work Schedule (AWS) (Flexible and Compressed), Telework, and Dress Code Policy – MSD received many questions over the past couple of months regarding the OACSIM's policy on Compressed Work Schedule, telework, and core hours. OACSIM Policy Memorandum 1 addresses these items as well as the guidance on the request and use of overtime, compensatory time, and credit hours. A copy of the approval authority chart is listed below and the policy can be found on the MSD One Stop or by clicking on the following link: at [Policy Memo 1](#)

FEEDBACK - If you have any feedback or recommendations on the content of this newsletter, please send responses to Ms. Marianne Eisenhauer-Wall, Chief, MSD, at 604-2453 or E-Mail: marianne.eisenhauerwall@us.army.mil, or Ms. Mary Kay Collins, Deputy, MSD, at 602-2850 or E-Mail: marykay.collins@us.army.mil.

		APPROVAL AUTHORITY			
Applicable Paragraph (Para.) in Policy Memorandum 1		ACSIM/ DACSIM	Directors	Division Chiefs	Division Supervisors
Flexible Work Schedule (Varying Start/End Times)	Para. 5(a)	Yes	Yes	Yes, if delegated	No
Compressed Work Schedule (CWS) (5 4/9 Schedule)	Para. 5(b)	Yes	Yes	Yes, if delegated	No
Telework Schedule (One Day Per Week Only)	Para. 6	Yes	Yes	Yes, if delegated	No
CWS & Telework Schedule	Para. 4(d)	Yes	Yes	Yes, if delegated	No
Credit Hours	Para. 4(o)	Yes	Yes	Yes	No
Compensatory Time	Para. 4(n)	Yes	Yes	No	No
Overtime	Para. 4(n)	Yes	No	No	No

DoD Military Spouse Internship Pilot Program – The National Defense Authorization Act of 2010 authorized the Secretary of Defense to enter into agreements with the heads of other executive departments or agencies that have established internship programs for reimbursement of authorized costs associated with the first year of employment of an eligible military spouse who is selected to participate in the internship program. The flyer at Enclosure 1 provides information on the "DoD Military Spouse Internship Pilot Program". Currently, the Department of Army has 50 allocations for use under the Military Spouse Internship Program.

For more information, contact Brenda Brown, 604-1456, or E-mail: Brenda.brown5@us.army.mil.

Army Benefits Center – Civilian (ABC-C) Update (CAC Enabled) – Employees now have the option to access the ABC-C web-based application using their CAC. The employee can access Employee Benefits Information System by clicking on the tab "Employee Benefits Information System (EBIS)" and then entering their CAC PIN. There is a new tab located under the "EBIS" heading on the web site to provide EBIS CAC login instructions and information on registering CAC certificates. This section is labeled "Problems accessing EBIS? Click here for information and assistance."

For more information contact the Army Benefits Center – Civilian, <https://www.abc.army.mil>, or 1-877-276-9287

Revision to Update on Health Care Reform – The Office of Personnel Management (OPM) issued another update on the new legislation regarding the Federal Employees Health Benefits (FEHB) Coverage for Adult Children. Information on Temporary Continuation of Coverage (TCC) and instructions specific for Department of Army is on the ABC-C website at <https://www.abc.army.mil/Health/TCC.htm>. Remember to go to the ABC-C website around the time of the next FEHB Open Season, 8 Nov 10 – 13 Dec 10. The ABC-C will post any additional information OPM provides about the changes to FEHB plans for the 2011 plan year occurring as a result of passage of the Patient Protection and Affordable Care Act so that employees and retirees have the information in time for the Open Season. Also, another of OPM's published proposed rules amending the FEHB regulations is to change the annual FEHB Program Open Season from the Monday of the second full workweek in November through the Monday of the second full workweek in December to November 1st

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through November 30th of each year. This change would be effective in 2011. More information will be provided as it becomes known.

FedsGetFit – The OPM Director joined with other federal agency leaders to raise awareness of the value of wellness and prevention. FedsGetFit (FGF) is an interactive and fun way for federal employees to participate in activities that will promote a healthy lifestyle. FGF highlights all four pillars of a healthy lifestyle, including physical activity, nutrition, healthy choices, and prevention.

Visit the FGF website for more information, <http://www.fedsgetfit.gov/>

Mass Transit Benefit Program (MTBP) Fraud/Recertification – Please see Enclosure 2 for a flyer on MTBP Anti-Fraud Awareness. Be advised that abusing your MTBP benefits will not only result in losing your privileges, but can risk you losing your security clearance and your job. Also, a reminder that recertification for the MTBP for those who have not used the web based application starts in Jun 10. Recertification is scheduled based on the last four digits of your social security number. Please see Enclosure 3 for additional information and the recertification schedule .

For more information, send an email to transitpass@whs.mil

Supervisor Responsibility When Approving Employee Training Requests – Effective immediately, all military and civilian employees requesting training must acknowledge and sign page 5 of the SF 182, "Authorization, Agreement and Certification of Training" Form due to late cancellations or non-attendance at requested training. Employees who do not complete or cancel the training request within the specified time will be liable for payment of the requested course. Supervisors must ensure employees are able to attend the requested training once it has been approved and funded.

For more information, please contact Dory Olney, 604-2454, E-mail: dory.d.olney@us.army.mil

Resource Request Form (RRF) Packages – As a general requirement all RRF packages must be submitted to MSD at a minimum of 160 days in advance of projected award dates. This will ensure adequate time for processing the acquisition package through OACSIM and the Contracting office. All requests for resource funding require an RRF package, including MIPRs, contract awards, modifications, option year exercises, purchase requests and Memorandums of Agreement. If an OACSIM Directorate/Division is submitting an unfunded requirement (UFR), please include the statement, "Subject to Availability of Funds." This statement and the Federal Acquisition Regulation clause will be removed from the contract document when the funding is available for obligation. The link to all documents to complete the RRF package can be located: J:\All_Share\01A - MSD One Stop Files\Contracting Management\Contract Staffing Package Folder. Provided at Enclosure 4 is some information that will help OACSIM Directorate/Division personnel prepare and staff these documents. Additionally, the following website, <http://www.asamra.army.mil/insourcing>, contains information for service contracting, both pre- and post-award and oversight, in addition to insourcing and NDAA statutory requirements.

Please send all concerns or requests for further information and guidance to the Acquisition Management Staff Officer (AMSO) via email: martha.milan@us.army.mil.

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Covey Webinar Training for Employees – MSD is pleased to announce open registration for the new Covey time management Webinar training, "It's All About Balance". LTG Lynch tasked MSD with creation of a plan for time management training as a requirement for all Installation Management Community workforce earlier this year. He is committed to providing the workforce with training that helps them achieve an excellent work-life balance. This course is mandatory for all OACSIM personnel and has been centrally funded. Directors, Deputy Directors, and supervisors have already been trained in these concepts via the Morale, Welfare, and Recreation Academy. Registration is required to reserve your space and seats will fill up quickly. Employees will not need to leave their work site to participate in the training, but should seek approval for the two-hour session from their supervisor. The Webinar will require use of both the employee's computer and telephone. Full participation is required for all OACSIM government personnel. Webinar training dates are 7 Jun, 8 Jun, 10 Jun, and 22 Jun (two Webinars are available each day: 1000-1200 or 1300-1500). Each Webinar will accommodate 30 students. OACSIM employees may self register for the aforementioned June classes at the following website: <http://www.franklincovey.com/reg/?IMCOM>. An OACSIM SACO tasker was sent to all OACSIM Directorates to supply a list of names of employees attending one of the aforementioned Webinar training dates. If you have not received this information, please contact your Directorate's/Division's Executive Officer. Suspense date for submission of names to MSD is 4 Jun 10.

Questions concerning this training event should be directed to Roxann Dent, 601-0389, or E-mail: Roxann.Dent@us.army.mil.

Army Birthday Run – The Army Birthday Run will be held on 18 Jun 10 at Fort Myer starting at 0700 at the Summerall Field parking lot, Joint Base Myer-Henderson Hall, VA (JBMHH). All HQDA Soldiers are required to participate (place of duty), and Department of the Army Civilians are invited to participate as are contractor personnel (non-billable hours). For military runners, the Army summer PT uniform will be worn - shorts, T-shirts, and plain white socks (no tube socks or sockettes will be worn) and civilian runners should wear appropriate seasonal athletic attire (no tank tops or short-shorts). A bus schedule, run map, and formation staging area information will be provided at a later date. OACSIM Directorate/Division points of contact are provided below:

Front Office- MAJ Fred Snyder
MSD/Business Transformation Office - Nancy Tennis
Installation Services Directorate - Larry Gilchrist
Information & Technology Directorate - Manny Hampton
Operations Directorate - Kalem Campbell
Resources Directorate – LTC Maryann Otto

For more information, contact Chul Campbell, 601-1991, or E-mail: Chul.campbell@us.army.mil

DSN Prefixes – MSD receives frequent requests for information on the DSN prefixes for the Pentagon and the Taylor, Presidential Tower, and Nash Buildings. Provided below are the DSN prefixes for these locations:

<u>Area Code</u>	<u>Commercial Prefix</u>	<u>DSN Prefix</u>
571	256	260
703	428	328
703	601	329

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703	602	332
703	604	664
703	692	222
703	693	223
703	695	225
703	696	426
703	614	224

For more information, contact Lillie Jones, 601-0379, Lillie.jones@us.army.mil or Chul Campbell, 601-1991, or E-mail: Chul.campbell@us.army.mil

Article from Chris Mayard – For those of you who do not know Chris, he is a CP-11 (Financial Management) intern working in MSD. He has been working in OACSIM for about eight months and has written several articles in the MSD newsletters since his arrival. Chris' articles are about his experiences as a new, straight out of college, Army employee. He has spent the majority of the last eight months in training and has spent the rest of the time working in the MSD Budget and Acquisition Branch. Provided below is Chris' article for the month of June.

"My most profound experience since I have started working full time has been in my sudden lack of a social life. Over the past five years of college I was able to start off my day of classes (which usually consisted of one to two classes) at about noon, and I would finish them by four or five o'clock. That would leave the rest of the day to socialize and do whatever it is that college students do. Life was good. Other than studying for the occasional (or frequent, depending on the class) test, I had free time for hobbies like paintball and various other sports.

Getting used to working 40 hour weeks has been one of the hardest things I have had to do in a while. Thanks to the D.C. area's amazing rush hours, I usually don't get home until about five o'clock. This doesn't leave a whole lot of time to anything, considering I need enough sleep to wake up by 0530. For those people who get up at 0330 or 0430, I don't know how you do it! Maybe it is because of all these years of sleeping in, but I am far from being a morning person. This is evidenced by my newfound appreciation for coffee and Five-Hour Energy drinks.

It has taken some time, but I think I am finally used to the regular work schedule. I have learned to make the most of my weekends and time off, which has helped a lot. I also can't imagine how much harder this would be if the people I worked with weren't so great. Everyone has been incredibly friendly and have welcomed me into the Army family since day one. My coworkers have been really helpful when I have any questions or need assistance in anything. An intern couldn't wish for a better place to start their career.

One of my last training sessions for this FY will be the first week of June at PDI in Orlando, FL. I hope to bring back some great experiences to share with everyone in MSD in my next newsletter article. Until then, enjoy the beginning of our wonderful and humid Virginia summer."

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HQDA Civilian Personnel Advisory Center

THE MORE YOU KNOW. . .

10-10

DoD Military Spouse Internship Pilot Program

The military spouse internship program is a Department of Defense initiative designed to acquaint Federal Agencies with the skills and talents military spouses possess, by **providing first year salary, benefits and training costs for eligible military spouses hired into permanent Federal positions with career advancement.**

The program is authorized under Public Law 111-84. Positions must be permanent, offer career advancement, and be in Professional, Analytic or Administrative occupations. They should be in occupations that are common across the Federal Government, i.e. Information Technology, Financial Management, Human Resources, or in agencies that have occupations throughout the country.

The key to recruiting a military spouse is to note on your "Request for Personnel Action" (RPA) that you want to consider eligible military spouses as part of your applicant pool. That notation will trigger certain actions by your servicing Human Resources Specialist. Once you get receive a referral list, you then select the best candidate for the job. Military spouses are educated, knowledgeable and mature; they will compete well for your vacancies!

Position Eligibility—position must:

- Be Permanent
- Afford promotion potential
- Provide Training to equip applicant advancement
- Be portable (common occupation or specific Agency occupation that can be found worldwide)

Spouse Eligibility

- All spouses of active duty service members are eligible except:
 - Spouse who is legally separated from service member when the person begins internship
 - Spouse who is also a member of the Armed Forces on active duty
 - Spouse who is retired member of the Armed Forces

Hiring Process

- Specify military spouses as a possible recruitment source
- Obtain Candidates
 - Non-competitive Appointment, where applicable
 - Competitive Process (Delegated Examining or Merit Promotion)
- Select best candidate from referral list
- Determine Suitability
- Request Transfer of Funds

Spouses may be selected through the normal recruitment process. They are appointed using their eligibility for existing appointing authorities such as the Reinstatement, Current Federal employees, Federal Career Intern Program, EO 12473 for Certain Military Spouses and EO 12721 Eligibility of Overseas Employees for Noncompetitive Appointments, Veteran Recruitment Appointment, Veterans Employment Opportunity Act, or vacancies opened under Delegated Examining to all US Citizens.

Currently, the Dept of Army has 50 allocations for use under the Military Spouse Internship Program.

If you are interested in taking advantage of this great opportunity, please be sure you discuss this with your servicing Human Resource Specialist during the Strategic Recruitment Discussion.

SUSAN K. MANKE
Director, HQDA CPAC

13 May 2010

Mass Transportation Benefit Program (MTBP)

ABUSE IT AND LOSE IT

DO NOT

- sell or give your benefits to anyone
- claim more benefits than you actually spend
- claim subsidized parking and MTBP at the same time



**ABUSING YOUR BENEFITS RISKS
YOUR REPUTATION
YOUR CLEARANCE
YOUR JOB**

DON'T BE A LOSER



For questions,
please contact transitpass@whs.mil

Informational Guide

Mass Transportation Benefit Program (MTBP) Recertification – JUNE 2010

WHAT:

Recertification of DoD NCR Mass Transportation Benefit Program (MTBP) Enrollees **who have not** used the web based application, which was implemented in June 2009.

WHY:

Army Information Guide, Army Management Control, The DODI 1000.27, “Mass Transportation Benefit Program” requires recertification of enrollees where enrollment management is automated. The DoD NCR web based application will capture enrollee information and the recertification date. Thereafter, the system will remind participants to recertify annually based on recertification date.

WHO:

Current MTBP participants with last four SSN 0000-0900, who have not yet used the web based application and who possess a Common Access Card (CAC) will be required to use the web-based application to recertify, in order to assure that they are enrolled based on program policy guidance. Participants without a CAC will recertify using the paper application (DD2845).

WHEN:

JUNE 2010 (for enrollees with last four SSN 0000-0900). Please note that participants who have **NOT recertified will be withdrawn** from the MTBP database until a recertification application is submitted and approved. This will **NOT** disrupt those enrolled in Smart Benefits unless not recertified in the timeline stipulated.

HOW:

Web based application can be found via the following link
< <http://www.whs.mil/DFD/PSD%20Services/Applying.cfm> >

schedule

Recertification Schedule by last four of SSN#

Jun-10						
S	M	T	W	T	F	S
SSN# 0000-0900						

Jul-10						
S	M	T	W	T	F	S
SSN# 0901-1800						

Aug-10						
S	M	T	W	T	F	S
SSN# 1801-2700						

Sep-10						
S	M	T	W	T	F	S
SSN# 2701-3600						

Oct-10						
S	M	T	W	T	F	S
SSN# 3601-4500						

Nov-10						
S	M	T	W	T	F	S
SSN# 4501-5300						

Dec-10						
S	M	T	W	T	F	S
SSN# 5301-6200						

Jan-11						
S	M	T	W	T	F	S
SSN# 6201-7100						

Feb-11						
S	M	T	W	T	F	S
SSN# 7100-8000						

Mar-11						
S	M	T	W	T	F	S
SSN# 8001-8900						

Apr-11						
S	M	T	W	T	F	S
SSN# 8901-9800						

May-11						
S	M	T	W	T	F	S
SSN# 9801-9999						

FAQ

Recertification

FREQUENTLY ASKED QUESTIONS (FAQs)

Why do I need to recertify? Army Information Guide, Management Control, DODI 1000.27 “Mass Transportation Benefit Program” states that where enrollment is automated, 100% of participants must recertify annually. Please see <http://oaa.army.mil/mtbp>, or <http://www.dtic.mil/whs/directives/corres/pdf/100027p.pdf>, enclosure 2, section 7.

- **How do I know if I need to recertify?** If you’ve not used the DoD NCR web-based application, you will be required to recertify within the prescribed timeframe.
- **How will I know if I’ve already used the web-based application?** You can check whether or not you’ve used the web-based application at this link.
<https://mtbp.whs.mil/Application/ApplicantEnrollmentStatus.aspx>
- **When do I need to recertify?** The MTBP program office has designated specific months according to the last four of your SSN. If you have not yet previously use the web based application, you will need to check the website section on recertification to see in which month you should recertify.
 - <http://www.whs.mil/DFD/Info/Recertification1.cfm>
- **How do I recertify?** Those who complete and submit the web-based application will satisfy the recertification requirement. The link to apply is: <http://www.whs.mil/DFD/PSD%20Services/Web-basedapplication.cfm>
- **Which ‘enrollment request’ should I choose when completing my application?** Please choose the ‘recertifying’ option when completing the application. If the application is returned to you for correction at any point during the processing time period, please make sure to retain ‘recertifying’ as the intended action.
- **After I’ve already used the web-based application, how will I know when to recertify in the future?** The system will automatically remind participants to recertify based on the recertification date. Reminders are sent to the email specified in the application, so it is important that you maintain a current email address in the system.
- **What if I don't have a CAC or access to a CAC enabled system?** If you do not, nor will, have a CAC or access to CAC enabled system, you may submit a paper application.
- **What happens if I don't recertify?** Those who do not recertify will be withdrawn from the MTBP program.
- **What if I no longer wish to be enrolled?** If you no longer wish to participate in the MTBP, please withdraw using the web-based application. If you do not have a CAC/access to a CAC enabled system, you may submit a paper application indicating your intention to withdraw. Further information on withdrawing from the program can be found on the MTBP website. Please note that if you plan to withdraw in the middle of a quarter for which you have already received benefits, you will be required to return unused benefits.
- **If I am a Smart Benefit participant, am I required to take any additional steps?** If you are currently working for an organization that is test piloting the Smart Benefit program, unless you are making a change to your SmartTrip card number, no further action is required.

For additional information, please visit the DoD NCR MTBP website: <http://oaa.army.mil/mtbp> or <http://www.whs.mil/DFD/Info/NCRTransitSubsidy.cfm>.

Resource Request Form Staffing Package

1. Form 5: Populate all required fields, and clearly describe the procurement.
2. Service Contract Approval Form (Dr. College Letter): Dr. College signs this form approving the requirement for service contract support. The Contracting Officer must have this document before a service contract can be awarded. Pay close attention to the checklists for inherently governmental, closely associated with inherently governmental, and personal services. The checklist answers must support the language in the Performance Work Statement (PWS) or Statement of Work (SOW). If the language in the PWS or SOW describes Inherent Government Functions you must hire Department of Army employees to perform the functions instead of contracting for service support. Because all requirements and procurements are different there may be extenuating circumstances that may allow for exceptions with adequate documentation and supporting analysis. Section F of the form may not accommodate your statements so a continuation attachment may be included. Please do not forget to include all of your in-sourcing analysis. Your documents may not be approved and/or the process delayed if adequate documentation is not provided to support your claim to acquire or continue contractor support. Provide cost comparisons between the contractor manpower GS equivalents (CMEs) and the costs would be for OACSIM employees to perform that function in the commercial marketplace. The analysis must also crosswalk the CME costs associated with the deliverables in the exhibits of the PWS. If option years are contemplated, include a cost analysis for each option year. Your IGCE should be able to help you prepare this analysis.
3. Resource Request Form (RRF): Be sure to complete all sections and be particularly accurate on the second page regarding where the funds are to be transmitted. If this is a UFR, ensure to fill out the UFR Form as well.
4. Performance Work Statement (PWS): The PWS template contains all of the information that will be required to ensure successful staffing by clearly identifying and describing what is being procured. Of particular importance is the standard security language, CME reporting, Wide Area Workflow requirements, Performance Requirements Summary (PRS) and a Deliverable Table. If you are sending funds to execute an option on an existing contract or are MIPRing funds that will be applied to a contract, you must include a copy of the contract. If your existing contract does not contain sufficient information, you may have to modify that contract to include required and/or mandatory information if procurement laws and procedures have changed. Finally, it is important that the deliverable table crosswalks with the corresponding sections of the PWS. Statements of work must be in the PWS format with results oriented language. If not using performance based statements of work prior approval is required.
5. Independent Government Cost Estimate (IGCE): The IGCE template on the j:drive is menu driven and is a good tool for preparing your estimate. You are encouraged to use this form. It will aid in compartmentalizing the information and simplifying the

Resource Request Form Staffing Package

process. Ensure that your estimate clearly identifies the costs associated with your requirement to include labor, travel, and other direct costs. Clearly identify other direct costs. Use the internet to gather information from the Department of Labor and/or the General Services Administration website and provide a quick summary of how the estimate was derived. Please sign and date the IGCE because the estimate should be prepared within 90 days of the solicitation to ensure prices are recent.

6. Quality Assurance Surveillance Plan (QASP): The QASP will be the document that the COR will use to ensure the contract deliverables are met. Don't make it too complicated, but ensure that key deliverables are monitored.

7. Evaluation Factors: If you are competing a requirement under a new contract, please identify the factors that will be used for evaluating proposals. The guidance on the j:drive provides information to help you identify the factors. Please try to simplify the factors. Also, please do not create factors that are geared for only one contractor, such as "The contractor must have previously supported this program at ACSIM." This is restrictive to full an open competition and will not get through the AMSO review process because it can cause a protest and further delay your procurement.

8. If this is an IT requirement ensure that an AKM goal 1 Waiver is completed. The link is <https://adminapps.hqda.pentagon.mil/PAC/default.htm> and a user guide is posted under Tab B information on the J:Dive link above.

9. Separate from the goal 1 OACSIM IT Directorate waiver.

The Army Directive and OACSIM policy requires all IT and IT support services be directed towards the ITEC4 enterprise instruments. A waiver is required to do otherwise. Please consult the AMSO and further guidance will be provided. Also, if CHES and/or ITES are not used ensure to have your director sign a request for Exemption Form, also in Tab B.

10. Confirm that all information on the RRF, Spend Plan, Form 5 and all accompanying documents match and are consistent. All procurement documents must be stamped FOUO and marked Procurement Sensitive FAR 3.104 and FAR 2.

11. Market research is required for all procurements. Consult the AMSO for if formal or informal documentation is required dependent on the complexity of the procurement, the dollar threshold and the requisite DOC processing the requirement. (FAR 2, 10, 11, 12)

12. The Army Management and Oversight Strategy (AMOAS) is required for all service acquisitions, including Information Technology services, at \$100,000 or greater, except construction or services that are included as part of a systems buy that has undergone milestone reviews. The guide and approval thresholds are on the J:Drive under "Templates and Guides" (FAR 7.105 and AFARS 5107 to include NCRCC policy)

Resource Request Form Staffing Package

13. A formal or informal acquisition plan, and/or acquisition strategy, maybe required depending on the complexity, dollar threshold, and contracting office. More detailed guidance will be provided based on the particulars of the procurement. Samples for these are on the j:drive as well. (FAR 7 and AFARS 5137.5-3)

Please send all concerns or requests for further information and guidance to the Acquisition Management Staff Officer (AMSO) via email: martha.milan@us.army.mil.